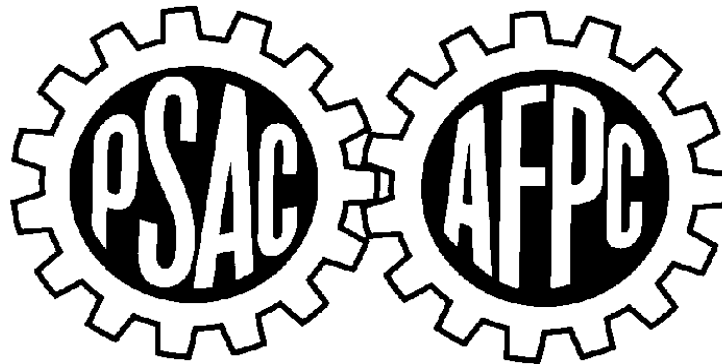


PSAC Regina Area Council

BY-LAWS



**Uniting Alliance
Members in their
Community**

Adopted: March 6, 2013

By-Law 1 – Name and Area of Jurisdiction

Sub-Section 1

The name of this Council shall be the Regina Area Council.

Sub-Section 2

The area of jurisdiction of the Regina Area Council shall be Regina and area.

By-Law 2 – Mandate and Objectives

Sub-Section 1

The Regina Area Council is established in accordance with Section 14 (Area Councils) of the Constitution of the Public Service Alliance of Canada (PSAC). The Council shall maintain liaison with the PSAC through the office of the Regional Executive Vice-President – Prairies (REVP – Prairies).

Sub-Section 2

The Regina Area Council shall be governed by these bylaws and the provisions set forth in Section 14 of the Constitution of the PSAC.

Sub-Section 3

The Regina Area Council will serve as a liaison for Component Locals/Branches or Directly Chartered Locals in the Regina Area for the exchange of information on matters of common interest.

Sub-Section 4

The Regina Area Council will serve as a liaison for Locals, Branches, Direct Charter Locals (DCLs), Regional Women's Committee's and constitutionally recognized Regional Committees.

The role of the Regina Area Council will include community, social and recreational activities within the community; the promotion and coordination of PSAC campaigns assigned to the Regina Area Council by the PSAC such as political action; the promotion of affiliation and involvement with the Saskatchewan Federation of Labour and the Regina District Labour Council; and the dissemination of information including workshops and seminars.

Sub-Section 5

The Regina Area Council may organize occupational groups for discussion of policies affecting such groups. The Regina Area Council will encourage participants to communicate any decisions to their Locals, Branches, DCLs, Regional Women's Committees or constitutionally recognized Regional Committees.

By-Law 3 - Membership

Sub-Section 1

Membership in the Regina Area Council is open to all Locals and Branches of Components and DCLs that have members who work or reside in Regina and area and to Regional Women's Committees and constitutionally recognized Regional Committees that fall within Regina and area.

Members from affiliated Locals, Branches, DCLs, Regional Women's Committees and constitutionally recognized Regional Committees shall have full voice in all discussions at meetings.

Each affiliated Local, Branch, and DCL shall be entitled to two (2) delegates for the first 500 members and one additional delegate for each additional 500 members or part thereof. Each affiliated Regional Women's Committee and each constitutionally recognized Regional Committee shall be entitled to one (1) delegate. Voting rights shall be vested in the delegates from the affiliated bodies and elected officers of the Regina Area Council in accordance with the Section 14 (Area Councils) of the Constitution of the PSAC.

Locals shall have the right to elect alternates to their Local delegate(s) so that full representation of delegates from Locals can be maintained.

By-Law 4 – Meetings

Sub-Section 1

The Regina Area Council shall convene 4 meetings per year. One such meeting shall be the Annual General Meeting (AGM), at which time officers shall be elected and financial and activity reports presented. The AGM shall normally be held in the first quarter of the year.

Sub-Section 2

The quorum of the Regina Area Council shall consist of at least two (2) officers and a minimum of one (1) delegate from the affiliated bodies.

Sub-Section 3

Special meetings of the Regina Area Council shall be held at the call of the Chair, or on the request in writing by three delegates from separate Component Locals/Branches or DCLs to the Chair or the REVP Prairies.

Sub-Section 4

For the introduction of any additional business at a special meeting other than that for which the meeting was called, a two-thirds (2/3) majority vote shall be required.

Sub-Section 5

The Regina Area Council shall submit any resolutions for the Prairie Regional Convention to the REVP Prairies at the call of the REVP's office.

Sub-Section 6

The Regina Area Council shall elect a delegate and two (2) alternates to the PSAC Triennial Convention at an AGM held, within a period of not more than twelve (12) months and not less than six (6) months, prior to commencement of the Convention.

Sub-Section 7

The Regina Area Council shall submit any resolutions for PSAC Triennial Convention to the NBOD no later than six (6) months prior to the Convention.

By-Law 5 – PRC Regina Area Council Representative

Sub-Section 1

Election of the PRC Regina Area Council Representative and their alternate shall occur no later than one month prior to the Prairie Region Triennial Convention.

The PRC Regina Area Council Representative and their alternate shall be nominated and elected at an election meeting called by the Chair of the Regina Area Council. Delegate status to this meeting shall be in accordance with Section 14(3) of the Constitution of the PSAC.

The elections shall be by secret ballot. A blank ballot paper shall be distributed to all voting delegates for each office in turn, as it is called. Each voting delegate shall write on the ballot paper the name of their choice for the PRC Regina Area Council Representative or alternate from among the nominees.

The election for the PRC Regina Area Council Representative and alternate shall be declared only on receipt of a clear majority of the ballots cast with standings revealed to voting delegates after each ballot. In the event that more than two (2) nominees stand for election for any one office, the election procedure shall be by way of elimination.

The newly elected PRC Area Council Representative shall be the Regina Area Council delegate to Prairie Region Triennial Convention and be sworn in and take office at the end of Prairie Region Triennial Convention. Save and except where the Area Council Representative is re-elected, then the delegate entitlement follows Section 10 Sub-section 6 of the Prairie Region Bylaws.

Sub-Section 2

The PRC Regina Area Council Representative shall:

- (a) communicate with the Regina Area Council;
- (b) attend PRC meetings and be the spokesperson for members from the Regina Area Council;
- (c) submit a written report of their activities and those of the Regina Area Council to PRC meetings and the Prairie Region Triennial Convention;
- (d) promote representation in groups who defend the interests of members of their respective the Regina Area Council;
- (e) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP;
- (f) participate in the Alliance Facilitator Network (AFN) in their geographic area to integrate the work of the AFN with the work of the PRC, whenever possible;
- (g) be responsible for their respective constituencies and/or committees and promote the activism of the members within these constituencies or committees;
- (h) uphold and promote the mandate and objectives of the PRC;
- (i) promote affiliation to and participation in Federations of Labour and District Labour Councils.

By-Law 6 - Officers

Sub-Section 1

There shall be a Chair, Vice Chair, Secretary and Treasurer. These officers shall form the Executive Committee.

Sub-Section 2

There shall be separate elections for the officers of Chair, Vice Chair, Secretary and Treasurer. Election of the Regina Area Council officers shall take place at the AGM.

Any member in good standing from an affiliated Local, Branch, DCL, Regional Women's Committee or constitutionally recognized Regional Committee is eligible to stand for office.

Only delegates and officers of the Regina Area Council have the right to vote at any election of the Regina Area Council.

Sub-Section 3

As the election for each office is called, the nominee or his/her nominator or seconder may speak to the assembly on behalf of the nominee for a period of not more than three minutes.

Sub-Section 4

The election of officers shall be by secret ballot. A secret ballot shall be distributed to all members entitled to vote for each office. Each member in attendance, entitled to vote, shall write on the ballot the name of his or her choice for the office called.

Sub-Section 5

Election to any office shall be declared only on receipt of a clear majority of the votes cast. In the event that more than two nominees stand for election for any office, the election shall be by way of elimination.

Sub-Section 6

Any officer or delegate absent for just cause may stand for election with the approval of the majority of the delegates attending a meeting, provided that the delegate submits a written statement indicating a willingness to stand for office.

Sub-Section 7

The Oath of Office shall be administered to all elected officers immediately upon taking office.

Elected officers of the Regina Area Council shall take office at the end of the meeting at which they were elected.

By-Law 7 – Duties of Officers

Sub-Section 1

The Chair shall:

- (a) preside at meetings of the Regina Area Council and its Executive Committee;

- (b) uphold the PSAC Constitution and Regulations and the Regina Area Council By-Laws and Regulations;
- (c) oversee the work of all officers of the Regina Area Council and shall be a ex-officio member of all Committees of the Regina Area Council;
- (d) report to the Executive Committee and meetings of the Regina Area Council on his/her activities and perform other duties as pertains to that office;
- (e) be responsible for the efficient and proper conduct of the affairs of the Regina Area Council;
- (f) vote only in the case of a tie vote on any matter;
- (g) with the assistance of the Vice-Chair, bring to the attention of the REVP Prairies, the policies and views adopted;
- (h) with the assistance of the Vice-Chair, carry out an active liaison with the various Locals, Branches, DCLs, Regional Women's Committee or constitutionally recognized Regional Committee's in Regina and area.

Sub-Section 2

The Vice-Chair shall:

- (a) assist the Chair in carrying out the duties of that office as requested;
- (b) in the absence of the Chair, assume the duties of the Chair;
- (c) review the By-Laws annually or as needed and report recommended changes to a general meeting.

Sub-Section 3

The Secretary shall:

- (a) be responsible for notifying the Executive Committee and delegates of all meetings;
- (b) keep accurate records of all meetings;
- (c) forward to the REVP Prairies the minutes of all meetings not later than 30 days following the date on which the meeting was held;
- (d) receive all correspondence and refer it to the appropriate executive officer or appropriate meeting for action;
- (e) prepare correspondence as may be directed by the Chair, Executive Committee, or the Regina Area Council;
- (f) have available and read at regular meetings, copies of all correspondence of interest received or dispatched since the previous general meeting for the perusal by members.

Sub-Section 4

The Treasurer shall:

- (a) receive all monies and ensure they are properly recorded and deposited as directed by the Regina Area Council to the credit of the Regina Area Council, PSAC;
- (b) be one of the designated signing officers;
- (c) present a written statement to the Executive Committee and to the regular Regina Area Council meeting detailing the receipts and expenditures for the previous period;
- (d) submit a detailed and audited financial statement at the AGM of the Regina Area Council;
- (e) expend funds only as directed by the Regina Area Council.

By-Law 7 – Executive Committee

Sub-Section 1

The Executive Committee shall be composed of the elected officers provided for in By-Law 6.

Sub-Section 2

The Executive Committee shall meet at least once prior to the Regina Area Council meeting and shall administer the affairs of the Regina Area Council between meetings.

Sub-Section 3

Special meetings of the Executive Committee may be called by the Chair, or upon written request to the Chair by a member of the Executive Committee or the REVP Prairies.

Sub-Section 4

When a vacancy on the Executive Committee occurs, a notice to fill such vacancy shall be given at the next regular meeting of the Regina Area Council, and an election will be held at the next regular meeting.

Sub-Section 5

If a member of the Executive Committee is absent for more than three consecutive meetings for other than valid reasons, he/she shall automatically be released from his/her duties.

Sub-Section 6

A quorum of the Executive Committee shall be a majority of the elected officers.

Sub-Section 7

The activities of the Executive Members shall be reported at each regular Council meeting.

Sub-Section 8

On vacating their respective positions, all officers shall return all funds, documents, or other properties of the Regina Area Council to the Council or the PSAC Regional Office.

By-Law 8 - Finances

Sub-Section 1

The fiscal year for the Regina Area Council shall be from January 1 to December 31. The annual budget and financial statements will be presented at the AGM.

Sub-Section 2

All expenditures of the Council shall be approved by a majority vote of the delegates at a general or special meeting.

Sub-Section 3

The Regina Area Council may delegate to the Executive Committee, authority to expend funds up to the amount shown in the annual budget subject to the limitations of Sub-Section 4.

Sub-Section 4

No individual expenditure, unless otherwise specifically pre-authorized by the Regina Area Council, shall exceed \$150.00.

Sub-Section 5

A supplementary budget may be submitted by the Executive Committee should it be necessary during the year.

Sub-Section 6

Funds of the Regina Area Council shall be held preferably in a Credit Union or a unionized financial institution, in the name of the Regina Area Council.

Sub-Section 7

The signing officers shall be three (3) of the officers as determined by the Executive Committee, except that one of the signing officers must be the Treasurer. The signature of two signing officers shall be required for all cheques and withdrawals.

By-Law 9 – Amendment of By-laws

Sub-Section 1

By-laws of the Regina Area Council may be amended by a two-thirds (2/3) majority of those accredited voting delegates and officers in attendance at a general meeting provided that one month's written notice has been given.

Sub-Section 2

Proposed amendments must be submitted in writing to the Executive Committee a minimum of 45 days prior to the annual meeting.

Sub-Section 3

If the constitution or policies of the PSAC related to Area Councils are amended the Executive Committee shall amend these by-laws accordingly. The amended by-laws shall be presented for ratification at the next regular meeting of the Regina Area Council.